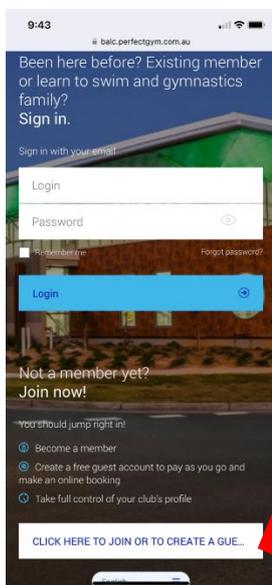


Booking a Swim Assessment via the Online Portal

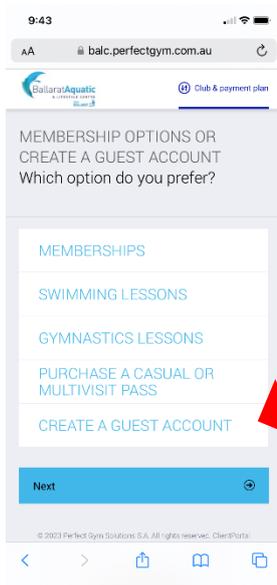
If you are unsure what level you or your child needs to be enrolled in, you can book a free Learn to Swim assessment with one of our Aquatic Liaison Officers. These assessments can be booked online via the BALC Online Portal.

If you have not used the BALC Online Portal before, please follow the steps below to create a free guest account.

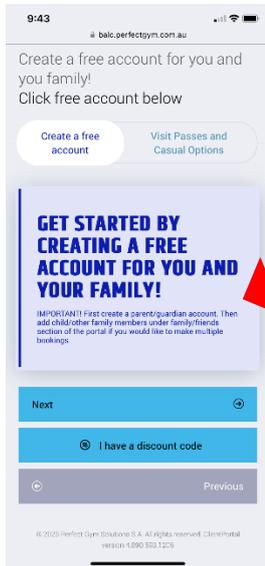
- 1) To log into the BALC Online Portal, visit <https://www.ballarataquaticcentre.com/member-portal/> and click the **Member Portal Login** button.
- 2) To create an account, scroll down and select 'CLICK HERE TO JOIN OR TO CREATE A GUEST ACCOUNT'



- 3) Select 'CREATE A GUEST ACCOUNT' and Next.



Booking a Swim Assessment via the Online Portal

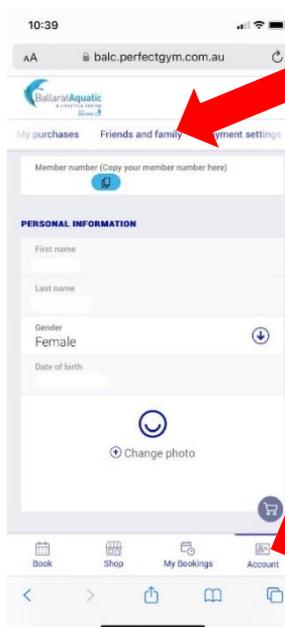


4) Enter **your** personal information and select 'CREATE ACCOUNT'.

 **IMPORTANT! You must create a Guest Account as a parent/guardian first. Once you have created your account, you will be able to link your child/ren.**

5) You can now access your client portal to add your child/ren to your account.

6) To register a child, select 'ACCOUNT' > 'FAMILY AND FRIENDS' > 'ADD FAMILY MEMBER'



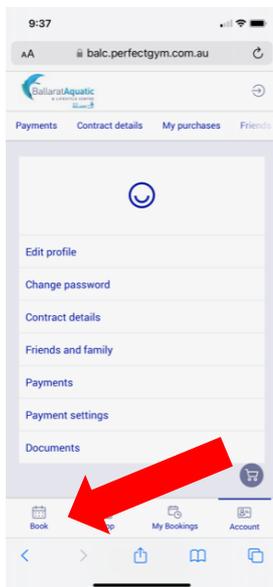
Booking a Swim Assessment via the Online Portal

7) Create a Guest Account for your child following the same process. **Please note that when creating your child's account, you DO NOT NEED to enter an email address.**

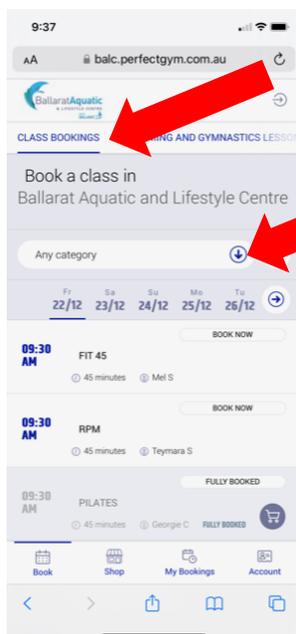
8) Once completed, click 'GO TO FAMILY' to confirm your child has been linked. You can add additional children at this point by clicking 'Add family member'.

BOOKING INSTRUCTIONS

1) Log into the BALC Online Portal and select the 'BOOK' tab

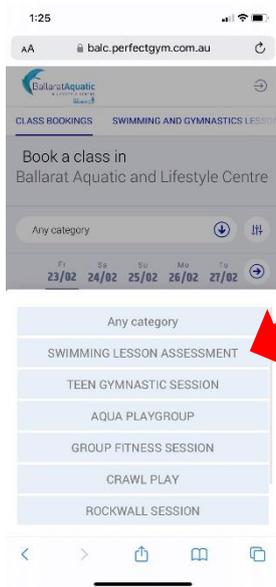


2) Under 'CLASS BOOKINGS', select the drop-down arrow next to 'ANY CATEGORY'

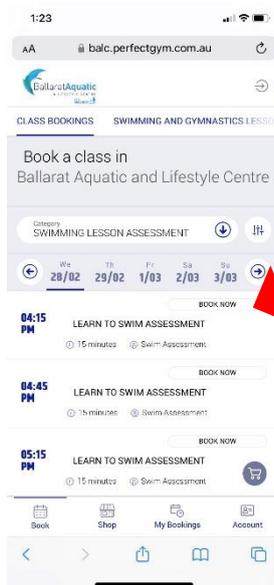


Booking a Swim Assessment via the Online Portal

3) Select 'SWIMMING LESSON ASSESSMENT'. Remember to change the calendar date to the date you want to book to see all available assessment times.



4) Click 'BOOK NOW' and select the name of the person you would like to book the assessment for.



5) You can view your upcoming bookings at any time under the 'My Bookings' tab at the top of the screen.

6) To cancel any upcoming bookings, select 'Manage Bookings' under 'My Bookings'.